

06/22/99

INFORMATION TECHNOLOGY DEPARTMENT
Online Data Processing Work Request System
General Online Instructions

D/NAME:CD6500.POL

SYSTEM ENVIRONMENT

The Online Data Processing Work Request System (DPWR) is written in a programming language called NATURAL and uses two ADABAS files. ADABAS is a database manager software. The system runs on an IBM mainframe computer at Information Technology Department located in the North Dakota State Capitol Building.

ACCESSING THE SYSTEM

To obtain online access to the system, you must log onto ITD's communications software which is CICS. Once in CICS, you will log onto NATURAL via the WORK transaction. In NATURAL you will process DPWR based on selections allowed on the menu screens.

FORMAT OF THIS MANUAL

Logon and Logoff instructions are provided on the following page. The remainder of the online procedures consists of a copy of each online screen format followed by an Online Procedures Sheet for that screen. The Online Procedures Sheet describes the purpose of the screen, tells how to access it, and lists possible action(s).

PROGRAM FUNCTION (PF) KEYS

PF3 - Displays the menu screen. Press it any time to escape from the screen you are viewing.

FIELD EDITING

Programs that add and change records will validate their screen fields to assure that all keyed fields are accurate. EDIT SPECIFICATIONS FORMS are provided to show you what type of information is expected for each screen field. When a screen field is invalid, the field name will be displayed in the upper left hand corner of the screen.

The Screen-ID at the upper right hand corner of each screen will match up with the FILE/SCREEN ID on an EDIT SPECIFICATIONS FORM. Screen-ID consists of the program number followed by a sequential map number. (example: Screen-Id = CD6500-M1. CD6500 is the program number and M1 is the first screen displayed by CD6500.) EDIT SPECIFICATIONS FORMS can be located in the EDIT SPEC. section of this manual.

PROGRAMS:

1. CD6500 is the Main Menu.
2. CD6501 adds Data Processing Work Request to file and sends DPWR to ITD.
3. CD6502 allows a selection on more than one saved DPWR for change or delete.
4. CD6503 changes a saved Data Processing Work Request to be added to the file and sends DPWR to ITD or deletes a DPWR.
5. CD6505 is the Main Inquire Menu and allows for inquiries by ITD Project Id.
6. CD6506 allows for inquiries by Dept and User Request No or User Priority.
7. CD6507 allows for inquiries by Dept, Division, Project and Year.
8. CD6508 allows for inquiries by Dept, Division, Project and User Request Date.
9. CD6509 allows for inquiries by Dept, Division, Project and Date Completed.
10. CD6510 allows for inquiries by Program.
11. CD6511 allows for inquiries on Active DPWR by Dept, Division, and Project.
12. CD6514 views a DPWR on a general header and allows viewing of programs.
13. CD6515 views a DPWR on a User Request, allows viewing of programs, and allows viewing of the status of a User Request.
14. CD6531 allows selection screen for Program inquiry (CD6510).
15. CD6532 views a program.

REQUIRED FIELDS:

1. Attachment indicator must be 'y' or 'n'.
2. Priority must be 'Rush', 'Hold', numeric, or spaces.
3. Project is required for all departments.
3. If dept is 325, Division is required.
4. If dept is 801, Division and valid User-request Id is required.
5. Project number is required.
6. One line of narrative per request is required.

Note: All blank lines in the narrative section are deleted.
Therefore, if you wish to separate data you must enter
at least one character.

example: This is an example of separating lines.

*

This is the second line of data.

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Obtain access to online programs by logging on. When finished with online functions log off.

It is important that each terminal operator logs off the terminal after completing a session. If he/she does not, the next person to use the terminal may do updates that will be tracked back to the person who originally logged on.

LOG ON INSTRUCTIONS

1. LOGON to SUPERSESSION.
2. From the SUPERSESSION menu select the WORK transaction.
Press ENTER.
3. When the Main Menu appears, you may select and operate the menu options that you have security clearance to operate.

LOG OFF INSTRUCTIONS

1. Press PF3 to obtain the DPWR Menu from any screen. Press PF3 from the DPWR menu to return to CICS.
2. When 'OFF - NATURAL SESSION TERMINATED' appears, press ENTER.

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Online Data Processing Work Request System
Online Procedures

Program ID: CD6500
Screen ID: CD6500-M1

DESCRIPTION:

This is the Main Menu for the Online DPWR System. Its purpose is to direct the terminal operator to the specific screens that perform the processes described on the screen.

ACCESS BY:

1. Log on to the Online DPWR System. (See logon instructions at the front of this manual.)

ACTION:

1. To select an action:
 - a. Key the number next to that selection.
 - b. Press ENTER.
2. To sign off this system:
 - a. Press PF3 to return to CICS.
 - b. Press ENTER to signoff CICS or
Press CLEAR and key a different transaction id.

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INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST

CD6-500-M1

- 1 - ADD
- 2 - CHANGE/DELETE
- 3 - INQUIRY MENU

_ OPTION

PF3 EXIT

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INFORMATION TECHNOLOGY DEPARTMENT

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Online Data Processing Work Request System
Online Procedures

Program ID: CD6501
Screen ID: CD6501-M1

DESCRIPTION:

This is the Data Processing Work Request add screen. Its purpose is to allow the terminal operator to key information for a new Work Request and store the information on the CD650010 ADABAS file.

ACCESS BY:

1. Select DPWR Menu option '1'.
2. Press ENTER.

ACTION:

1. To save a DPWR (This allows the DPWR to be changed later):
 - a. Key the Data Processing Work Request information.
 - b. Press PF2 to validate each field on the screen as described on the EDIT SPEC sheet for program CD6501. When invalid data is detected, the screen will display a message indicating which field is in error. The cursor will be positioned at that field. After all fields pass validation the DPWR information will be added to the ADABAS file and will return you to the DPWR Menu.
2. To return to DPWR Menu without adding to the ADABAS file:
 - a. Press PF3.
3. To send a DPWR to ITD (Coordinators ONLY):
 - a. Key the Data Processing Work Request information.
 - b. Press PF5 to validate each field on the screen as described on the EDIT SPEC sheet for program CD6501. When invalid data is detected, the screen will display a message indicating which field is in error. The cursor will be positioned at that field. After all fields pass validation the DPWR information will be added to the ADABAS file and will return you to the DPWR Menu.
4. To page backward:
 - a. Press PF7.
5. To page forward:
 - a. Press PF8.

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INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - ADD

CD6-501-M1
PAGE 1

DEPT NO. DIV. PROJECT NO. USER REQ. NO. REQUEST DATE
0 08 30 94
REFERENCE: ATTACHMENTS: (Y/N)
COORDINATOR NAME: PRIORITY:

PF2 SAVE

PF3 MENU

PF5 SEND

PF7 BACKWARD

PF8 FORWARD

MM/DD/YY

INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - ADD

CD6-501-M2

DEPT NO. DIV. PROJECT NO. USER REQ NO. REQUEST DATE
9999 99 XXXXXXXXXXXXXXXX XXXXXXXX 99 99 99
REFERENCE: XXXXXXXXXXXXXXXXXXXX ATTACHMENTS: X (Y/N)
COORDINATOR NAME: XXXXXXXXXXXXXXXXXXXX

THIS REQUEST HAS BEEN SENT TO THE PRINTER.

THE ISD PROJECT ID FOR THIS REQUEST IS: 999999

PF3 MENU

ENTER NEXT REQUEST

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Online Data Processing Work Request System
Online Procedures

Program ID: CD6502
Screen ID: CD6502-M1

DESCRIPTION:

This is the Data Processing Work Request change/delete selection screen for more than one saved DPWR.

ACCESS BY:

1. Select DPWR Menu option '2 .
2. Press ENTER.

ACTION:

1. To select a DPWR for change or delete:
 - a. Key the sequence number.
 - b. Press ENTER.
 - c. The CD6503-M1 screen will appear.
2. To return to DPWR Menu:
 - a. Press PF3.
3. To page backward:
 - a. Press PF7.
4. To page forward:
 - a. Press PF8.

CD6-502-M1
PAGE 999

PF8 FORWARD

Date: 10/29/96

DESCRIPTION:

This is the Data Processing Work Request change or delete screen. This screen will allow modification to the DPWR or allow to delete DPWR from the file.

ACCESS BY:

1. Select a sequence number or select DPWR Menu option '2' and only one open DPWR.

ACTION:

1. To save a DPWR (This allows the DPWR to be changed later):
 - a. Key the Data Processing Work Request information to be changed.
 - b. Press PF2 to validate each field on the screen as described on the EDIT SPEC sheet for program CD6503. When invalid data is detected, the screen will display a message indicating which field is in error. The cursor will be positioned at that field. After all fields pass validation the DPWR information will be added to the ADABAS file and will return you to the DPWR Menu.
2. To return to DPWR Menu without adding to the ADABAS file:
 - a. Press PF3.
3. To return to previous screen without adding to the ADABAS file:
 - a. Press PF4.
4. To send a DPWR to ITD (Coordinators ONLY):
 - a. Key the Data Processing Work Request information.
 - b. Press PF5 to validate each field on the screen as described on the EDIT SPEC sheet for program CD6503. When invalid data is detected, the screen will display a message indicating which field is in error. The cursor will be positioned at that field. After all fields pass validation the DPWR information will be added to the ADABAS file and will return you to the DPWR Menu.
5. To page backward:
 - a. Press PF7.
6. To page forward:
 - a. Press PF8.
7. To delete a DPWR from the ADABAS file:
 - a. Press PF10.

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INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - CHANGE

CD6-503-M1
PAGE 1

DEPT NO. DIV. PROJECT NO. USER REQ. NO. REQUEST DATE

0 00 99 99 99

REFERENCE: ATTACHMENTS: (Y/N)

COORDINATOR NAME: PRIORITY:

PF2 SAVE PF3 MENU PF4 RETURN PF5 SEND PF7 BACK PF8 FORWARD PF10 DELETE

MM/DD/YY

INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - CHANGE

CD6-503-M2

DEPT NO. DIV. PROJECT NO. USER REQ NO. REQUEST DATE
9999 XX XXXXXXXXXXXXXXXX XXXXXXXX 99 99 99
REFERENCE: XXXXXXXXXXXXXXXXXXXX ATTACHMENTS: X (Y/N)
COORDINATOR NAME: XXXXXXXXXXXXXXXXXXXX

THIS REQUEST HAS BEEN SENT TO THE PRINTER.

THE ISD PROJECT ID FOR THIS REQUEST IS: 999999

PF3 MENU

ENTER NEXT REQUEST

MM/DD/YY

INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - DELETE

CD6-503-M3

(
DEPT NO. DIV. PROJECT NO. USER REQ NO. REQUEST DATE
9999 99 XXXXXXXXXXXXXXXX XXXXXXXX 99 99 99
REFERENCE: XXXXXXXXXXXXXXXXXXXX ATTACHMENTS: X (Y/N)
COORDINATOR NAME: XXXXXXXXXXXXXXXXXXXX

THE ABOVE HAS BEEN DELETED

PF3 EXIT

ENTER NEXT REQUEST

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Online Data Processing Work Request System
Online Procedures

PROGRAM ID: CD6505
SCREEN ID: CD6505-M1

DESCRIPTION:

This is the Data Processing Work Request Inquiry Menu screen.

ACCESS BY:

1. Select DPWR Menu option '3'.
2. Press ENTER.

ACTION:

1. To select an action:
 - a. Key the number next to that selection.
 - b. Press ENTER.
2. To return to DPWR Menu:
 - a. Press PF3.

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INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST
INQUIRY MENU

CD6-505-M1

- 1 - ISD-PROJECT-ID
- 2 - DEPT USER-REQUEST-NUMBER/USER-PRIORITY
- 3 - DEPT DIV PROJ
- 4 - DEPT DIV PROJ REQUEST-DATE
- 5 - DEPT DIV PROJ COMPLETED-DATE
- 6 - PROGRAM
- 7 - ACTIVE REQUEST

— OPTION

PF3 MENU

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Online Data Processing Work Request System
Online Procedures

PROGRAM ID: CD6505
SCREEN ID: CD6505-M2

DESCRIPTION:

This is the Data Processing Work Request Inquiry screen by ITD Project Id.

ACCESS BY:

1. Select DPWR Inquiry Menu option '1'.
2. Press ENTER.

ACTION:

1. To inquire on an ITD Project Id:
 - a. Key in the ITD Project Id.
 - b. Press ENTER to validate ITD Project Id as described on the EDIT SPEC sheet for program CD6505. If the ITD Project ID is on file, the CD6515-M1 screen will appear.
2. To return to DPWR Menu:
 - a. Press PF3.
3. To return to DPWR Inquiry Menu:
 - a. Press PF4.

MM/DD/YY

INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - INQUIRY

CD6-505-M2

ISD PROJECT ID: _____

PF3 MENU

PF4 RETURN

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INFORMATION TECHNOLOGY DEPARTMENT

D/NAME:CD6500.POL

Online Data Processing Work Request System
Online Procedures

PROGRAM ID: CD6506
SCREEN ID: CD6506-M1

DESCRIPTION:

This is the Data Processing Work Request Inquiry screen by Dept and User Request Number with optional year or by Dept and User Priority.

ACCESS BY:

1. Select DPWR Inquiry Menu option '2'.
2. Press ENTER.

ACTION:

1. To inquire on a Dept and User Request Number:
 - a. Key a Dept and User Request Number.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6506. If there is only one User Request Number for that Dept on file, the CD6515-M1 screen will appear. If the User Request Number is on file more than once, the CD6506-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
2. To inquire on a Dept and User Request Number with optional Year:
 - a. Key a Dept, User Request Number and Year.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6506. If there is only one User Request Number for that Dept on file, the CD6515-M1 screen will appear. If the User Request Number is on file more than once, the CD6506-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
3. To inquire on a Dept and User Priority:
 - a. Key a Dept and User Priority.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6506. If there is only one User Priority for that Dept on file, the CD6515-M1 screen will appear. If the User Priority is on file more than once, the CD6506-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
4. To return to DPWR Menu:
 - a. Press PF3.
5. To return to DPWR Inquiry Menu:
 - a. Press PF4.

MM/DD/YY

INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - INQUIRY

CD6-506-M1

DEPT: ____ 9

USER REQUEST NUMBER: _____
REQUEST YEAR: _____ (OPTIONAL)

OR

USER PRIORITY: _____

PF3 MENU

PF4 RETURN

Map Name: CD6506M1

Date: 10/29/96

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INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - INQUIRY
USER PRIORITY:

CD6-506-M2

PAGE 1

SEQ	DEPT	DIV	PROJECT	ISD PROJ ID	REFERENCE	NAME
1	1120	01		113055	test 1	pete
2	1120		TESTING	136401		PETE
3	1120	10		136402		PETE WEISMANN
4	1120			132450		

___ ENTER SEQUENCE NUMBER PF3 MENU PF4 RETURN PF7 BACKWARD PF8 FORWARD

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INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - INQUIRY
USER REQUEST NUMBER: TEST

CD6-506-M2

PAGE 1

SEQ	DEPT	DIV	PROJECT	ISD PROJ ID	REFERENCE	NAME
1	3250	01	TEST	333401 333401	TEST	TEST
2	3250	11	TEST	405601 405601	TEST	TEST
3	3250	11	TEST	209201 209201	TEST SEND	TEST
4	3250	11	1111	207710 207710	TTEST	TEST COORD
5	3250	11	TEST	207712 207712	TEST	TEST COORD
6	3250	10	1020	119051 119051	TEST PRIORITY	TEST

___ ENTER SEQUENCE NUMBER PF3 MENU PF4 RETURN PF7 BACKWARD PF8 FORWARD

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Online Data Processing Work Request System
Online Procedures

D/NAME:CD6500.POL
PROGRAM ID: CD6507
SCREEN ID: CD6507-M1

DESCRIPTION:

This is the Data Processing Work Request Inquiry screen by Dept with optional Division, optional Project and optional Year.

ACCESS BY:

1. Select DPWR Inquiry Menu option '3'.
2. Press ENTER.

ACTION:

1. To inquire on a Dept:
 - a. Key a Dept.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6507. If there is only one DPWR for that Dept on file, the CD6515-M1 screen will appear. If more than one DPWR for that Dept on file, the CD6507-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
2. To inquire on a Dept with optional Division:
 - a. Key a Dept and Division.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6507. If there is only one DPWR for that Dept and Division on file, the CD6515-M1 screen will appear. If more than one DPWR for that Dept and Division on file, the CD6507-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
3. To inquire on a Dept with optional Project:
 - a. Key a Dept and Project or partial Project.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6507. If there is only one DPWR for that Dept and Project on file, the CD6515-M1 screen will appear. If more than one DPWR for that Dept and Project on file, the CD6507-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
4. To inquire on a Dept with optional Year:
 - a. Key a Dept and Year.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6507. If there is only one DPWR for that Dept and Year on file, the CD6515-M1 screen will appear. If more than one DPWR for that Dept and Year on file, the CD6507-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.

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Online Data Processing Work Request System
Online Procedures

D/NAME:CD6500.POL

PROGRAM ID: CD6507
SCREEN ID: CD6507-M1

CONTINUE:

ACTION:

5. To inquire on a Dept with optional Division and optional Project:
 - a. Key a Dept, Division and Project or partial Project.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6507. If there is only one DPWR for that Dept, Division and Project on file; the CD6515-M1 screen will appear. If more than one DPWR for that Dept, Division, and Project on file; the CD6507-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
6. To inquire on a Dept with optional Division and optional Year:
 - a. Key a Dept, Division and Year.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6507. If there is only one DPWR for that Dept, Division and Year on file; the CD6515-M1 screen will appear. If more than one DPWR for that Dept, Division, and Year on file; the CD6507-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
7. To inquire on a Dept with optional Project and optional Year:
 - a. Key a Dept, Project or partial Project and Year.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6507. If there is only one DPWR for that Dept, Project and Year on file; the CD6515-M1 screen will appear. If more than one DPWR for that Dept, Project, and Year on file; the CD6507-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
8. To inquire on a Dept with optional Division, optional Project and optional Year.
 - a. Key a Dept, Division, Project or partial Project and Year.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6507. If there is only one DPWR for that Dept, Division, Project and Year on file; the CD6515-M1 screen will appear. If more than one DPWR for that Dept, Division, Project, and Year on file; the CD6507-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
9. To return to DPWR Menu:
 - a. Press PF3.
10. To return to DPWR Inquiry Menu:
 - a. Press PF4.

MM/DD/YY

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DATA PROCESSING WORK REQUEST - INQUIRY

CD6-507-M1

DEPT: ____ 9

DIV: ____ (OPTIONAL)

PROJ: _____ (OPTIONAL)

REQUEST YEAR: ____ (OPTIONAL)

PF3 MENU

PF4 RETURN

Map Name: CD6507M1

Date: 10/29/96

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DATA PROCESSING WORK REQUEST - INQUIRY
DEPT: 1270

CD6-507-M2

PAGE 1

SEQ	DIV	PROJECT	USER REQUEST NO.	ISD PROJ ID.	REQUEST DATE	REFERENCE
1	01	145012150	150	121250	07/31/91	TX1J002
2	01	145012200	200	121251	07/31/91	TX1003
3	05	5790		120651	07/25/91	TX8059
4	01	145012100		120550	07/24/91	TX102A
5	01	145012100		120551	07/24/91	TX4J600
6	03			120552	07/23/91	

___ ENTER SEQUENCE NUMBER PF3 MENU PF4 RETURN PF7 BACKWARD PF8 FORWARD

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INFORMATION TECHNOLOGY DEPARTMENT D/NAME:CD6500.POL
Online Data Processing Work Request System
Online Procedures

PROGRAM ID: CD6508
SCREEN ID:

CD6508-M1

DESCRIPTION:

This is the Data Processing Work Request Inquiry screen by Dept and User Request Date with optional Division and optional Project.

ACCESS BY:

1. Select DPWR Inquiry Menu option '4'.
2. Press ENTER.

ACTION:

1. To inquire on a Dept and User Request Date:
 - a. Key a Dept and User Request Date. Note: User Request Date may be a single date or a date range.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6508. If there is only one DPWR for that Dept and User Request Date on file, the CD6515-M1 screen will appear. If more than one DPWR for that Dept and User Request Date on file, the CD6508-M2 will appear allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
2. To inquire on a Dept and User Request Date with optional Division:
 - a. Key a Dept, User Request Date and Division. Note: For User Request Date, that it may be a single date or a date range.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6508. If there is only one DPWR for that Dept, User Request Date and Division on file; the CD6515-M1 screen will appear. If more than one DPWR for that Dept, User Request Date and Division on file; the CD6508-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
3. To inquire on a Dept and User Request Date with optional Project:
 - a. Key a Dept, User Request Date and Project or partial Project. Note: For User Request Date, that it may be a single date or a date range.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6508. If there is only one DPWR for that Dept, User Request Date and Project on file; the CD6515-M1 screen will appear. If more than one DPWR for that Dept, User Request Date and Project on file; the CD6508-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.

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Online Procedures

D/NAME:CD6500.POL

PROGRAM ID: CD6508
SCREEN ID: CD6508-M1

CONTINUE:

ACTION:

4. To inquire on a Dept and User Request Date with optional Division and optional Project:
 - a. Key a Dept, User Request Date, Division and Project or partial Project. Note: User Request Date may be a single date or a date range.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6508. If there is only one DPWR for that Dept, User Request Date, Division and Project on file; the CD6515-M1 screen will appear. If more than one DPWR for that Dept, User Request Date, Division and Project on file; the CD6508-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire on.
5. To return to DPWR Menu:
 - a. Press PF3.
6. To return to DPWR Inquiry Menu:
 - a. Press PF4.

MM/DD/YY

INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - INQUIRY

CD6-508-M1

DEPT: ____ 9

DIV: ____ (OPTIONAL)

PROJ: _____ (OPTIONAL)

REQUEST DATE: ____ THRU ____
MM DD YY MM DD YY

PF3 MENU

PF4 RETURN

MM/DD/YY

INFORMATION SERVICES DIVISION

CD6-508-M2

DATA PROCESSING WORK REQUEST - INQUIRY

DEPT: 9999 REQUEST DATE: 99 99 99 XXXX 99 99 99

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SEQ	DIV	PROJECT	USER REQUEST NO.	ISD PROJ ID.	REQUEST DATE	REFERENCE
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXXXX

___ ENTER SEQUENCE NUMBER PF3 MENU PF4 RETURN PF7 BACKWARD PF8 FORWARD

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Online Data Processing Work Request System
Online Procedures

PROGRAM ID: CD6509
SCREEN ID: CD6509-M1

DESCRIPTION:

This is the Data Processing Work Request Inquiry screen by Dept and Date Completed with optional Division and optional Project.

ACCESS BY:

1. Select DPWR Inquiry Menu option '5'.
2. Press ENTER.

ACTION:

1. To inquire on a Dept and Date Completed:
 - a. Key a Dept and Date Completed. Note: Date Completed may be a single date or a date range.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6509. If there is only one DPWR for that Dept and Date Completed on file, the CD6515-M1 screen will appear. If more than one DPWR for that Dept and Date Completed on file, the CD6509-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
2. To inquire on a Dept and Date Completed with optional Division:
 - a. Key a Dept, Date Completed and Division. Note: For User Request Date, that it may be a single date or a date range.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6509. If there is only one DPWR for that Dept, Date Completed and Division on file; the CD6515-M1 screen will appear. If more than one DPWR for that Dept, Date Completed, and Division on file; the CD6509-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
3. To inquire on a Dept and Date Completed with optional Project:
 - a. Key a Dept, Date Completed and Project or partial Project. Note: Date Completed may be a single date or a date range.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6509. If there is only one DPWR for that Dept, Date Completed and Project on file; the CD6515-M1 screen will appear. If more than one DPWR for that Dept, Date Completed and Project on file; the CD6509-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.

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INFORMATION TECHNOLOGY DEPARTMENT D/NAME:CD6500.POL
Online Data Processing Work Request System
Online Procedures

PROGRAM ID: CD6509
SCREEN ID: CD6509-M1

CONTINUE:

ACTION:

4. To inquire on a Dept and Date Completed with optional Division and optional Project:
 - a. Key a Dept, Date Completed, Division and Project or partial Project. Note: Date Completed may be a single date or a date range.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6509. If there is only one DPWR for that Dept, Date Completed, Division and Project on file; the CD6515-M1 screen will appear. If more than one DPWR for that Dept, Date Completed, Division and Project on file; the CD6509-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
5. To return to DPWR Menu:
 - a. Press PF3.
6. To return to DPWR Inquiry Menu:
 - a. Press PF4.

MM/DD/YY

INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - INQUIRY

CD6-509-M1

DEPT: ____ _

DIV: ____ (OPTIONAL)

PROJ: _____ (OPTIONAL)

DATE COMPLETED: MM DD YY THRU MM DD YY

PF3 MENU

PF4 RETURN

MM/DD/YY

INFORMATION SERVICES DIVISION

CD6-509-M2

DATA PROCESSING WORK REQUEST - INQUIRY

DEPT: 9999 DATE COMPLETED: 99 99 99 XXXX 99 99 99

PAGE 999

SEQ	DIV	PROJECT	USER REQUEST NO.	ISD PROJ ID.	DATE COMPLETED	REFERENCE
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX
99	99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	99/99/99	XXXXXXXXXXXXXXXXXXXX

___ ENTER SEQUENCE NUMBER PF3 MENU PF4 RETURN PF7 BACKWARD PF8 FORWARD

06-22-99

INFORMATION TECHNOLOGY DEPARTMENT
Online Data Processing Work Request System
Online Procedures

PROGRAM ID: CD6510
SCREEN ID: CD6510-M1

DESCRIPTION:

This is the Data Processing Work Request Inquiry screen by Program Number or partial Program Number with optional Date to Production or optional Date to Production Year.

ACCESS BY:

1. Select DPWR Inquiry Menu option '6'.
2. Press ENTER.

ACTION:

1. To inquire on a Program Number or partial Program Number:
 - a. Key a Program Number or partial Program Number using the wild card.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6510. The CD6531-M1 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
2. To inquire on a Program Number or partial Program Number with optional Date to Production:
 - a. Key a Program Number or partial Program Number and Date to Production. Note: Date to Production may be a single date a date range.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6510. The CD6531-M1 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
3. To inquire on a Program Number or partial Program Number with optional Date to Production Year:
 - a. Key a Program Number or partial Program Number and Date to Production Year:
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6510. The CD6531-M1 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
4. To return to DPWR Menu:
 - a. Press PF3.
5. To return to DPWR Inquiry Menu:
 - a. Press PF4.

MM/DD/YY

INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - INQUIRY

CD6-510-M1

PROGRAM NUMBER: _____ (* - WILDCARD)

DATE TO PRODUCTION: _____ THRU _____ (OPTIONAL)
MM DD YY MM DD YY

DATE TO PRODUCTION YEAR: _____ (OPTIONAL)
CC YY

PF3 MENU

PF4 RETURN

Map Name: CD6510M1

Date: 10/29/96

06-22-99

INFORMATION TECHNOLOGY DEPARTMENT
Online Data Processing Work Request System
Online Procedures

PROGRAM ID: CD6511
SCREEN ID: CD6511-M1

DESCRIPTION:

This is the Data Processing Work Request Active Request Inquiry screen by Dept with optional Division, and optional Project.

ACCESS BY:

1. Select DPWR Inquiry Menu option '7'.
2. Press ENTER.

ACTION:

1. To inquire on a Dept:
 - a. Key a Dept.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6511. The CD6511-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
2. To inquire on a Dept with optional Division:
 - a. Key a Dept and Division.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6511. The CD6511-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
3. To inquire on a Dept with optional Project:
 - a. Key a Dept and Project or partial Project.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6511. The CD6511-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
4. To inquire on a Dept with optional Division and optional Project:
 - a. Key a Dept, Division and Project or partial Project.
 - b. Press ENTER to validate each field on the screen as described on the EDIT SPEC sheet for program CD6511. The CD6511-M2 will appear, allowing you to key the sequence number of the ITD Project Id on which you wish to inquire.
5. To return to DPWR Menu:
 - a. Press PF3.
6. To return to DPWR Inquiry Menu:
 - a. Press PF4.

09/08/94

INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - ACTIVE REQUEST INQUIRY

CD6-511-M1

DEPT: ____ 0

DIV: ____ (OPTIONAL)

PROJ: _____ (OPTIONAL)

PF3 MENU

PF4 RETURN

[illegible]

__ ENTER SEQUENCE NUMBER PF3 MENU PF4 RETURN PF7 BACKWARD PF8 FORWARD

06-22-99

INFORMATION TECHNOLOGY DEPARTMENT
Online Data Processing Work Request System
Online Procedures

PROGRAM ID: CD6514
SCREEN ID: CD6514-M1

DESCRIPTION:

This is the Data Processing Work Request Inquiry screen to view a DPWR.

ACCESS BY:

1. Select 'R' and enter a sequence number from CD6531.

ACTION:

1. To return to DPWR Menu:
 - a. Press PF3.
2. To return to selection screen:
 - a. Press PF4.
3. To see programs changed by request:
 - a. Press PF5. If there is only one Program on file, the CD6514-M3 screen will appear. If more than one Program on file, the CD6514-M2 screen will appear, allowing you to key the sequence number of the Program to view.
4. To page backward:
 - a. Press PF7.
5. To page forward:
 - a. Press PF8.
6. To get next selection (valid only with option 6 or 7):
 - a. Press PF9.

09/08/94

INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - INQUIRY

CD6-514-M1

DEPT NO.	DIV.	PROJECT NO.	USER REQ NO.	REQUEST DATE	COMPLETED
1270	03	3350-LIENS		08 08 94	

REFERENCE: TX4640/TX4650

ATTACHMENTS: N

COORDINATOR NAME: ARLYS FOWLER

GENERAL HEADER ID: 400133

PLEASE CHANGE THE LIEN AND LIEN RELEASE PROGRAMS (TX4640/TX4650) TO READ
IN A SETUP CARD FOR THE NAME/POSITION TO PRINT ON THE SIGNATURE LINE. THE
CHANGE WAS REQUESTED DUE TO THE FREQUENCY THAT IT CHANGES BETWEEN RON
BERTSCH AND PATRICK BOECHLER. THE NAME AND TITLE WILL BE THE INFORMATION
ENTERED ON THE SETUP CARD.

THANKS !!

PF3 MENU PF4 RETURN PF5 PROGRAMS PF7 BACKWARD PF8 FORWARD PF9 NEXT

SEQ	PROGRAM NO.	LEVEL NO.	DATE TO PROD.	PROGRAMMER
99	XXXXXXXX	999	99/99/99	XXXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	99/99/99	XXXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	99/99/99	XXXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	99/99/99	XXXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	99/99/99	XXXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	99/99/99	XXXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	99/99/99	XXXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	99/99/99	XXXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	99/99/99	XXXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	99/99/99	XXXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	99/99/99	XXXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	99/99/99	XXXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	99/99/99	XXXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	99/99/99	XXXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	99/99/99	XXXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	99/99/99	XXXXXXXXXXXXXXXXXXXXX

ENTER SEQUENCE NUMBER
PF3 MENU PF4 RETURN PF7 BACKWARD PF8 FORWARD

CD6-514-M3

GENERAL HEADER ID: 999999

LEVEL NUMBER: 999 DATE TO PRODUCTION: 99 99 99 TIME: 999999

[illegible]

PF3 MENU PF4 RETURN XXX XXXXX PF7 BACKWARD PF8 FORWARD PF9 NEXT

06-22-99

INFORMATION TECHNOLOGY DEPARTMENT
Online Data Processing Work Request System
Online Procedures

D/NAME:CD6500.POL
PROGRAM ID: CD6515
SCREEN ID: CD6515-M1

DESCRIPTION:

This is the Data Processing Work Request Inquiry screen to view a DPWR.

ACCESS BY:

1. Selecting a sequence number.

ACTION:

1. To return to DPWR Menu:
 - a. Press PF3.
2. To return to selection screen:
 - a. Press PF4.
3. To see programs changed by request:
 - a. Press PF5. If there is only one Program on file, the CD6515-M3 screen will appear. If more than one Program on file, the CD6515-M2 screen will appear, allowing you to key the sequence number of the Program to view.
4. To check status of the DPWR:
 - a. Press PF6. The CD6515-M4 screen will appear.
5. To page backward:
 - a. Press PF7.
6. To page forward:
 - a. Press PF8.
7. To get next selection (valid only with option 6 or 7):
 - a. Press PF9.

09/08/94

INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - INQUIRY

CD6-515-M1

DEPT NO.	DIV.	PROJECT NO.	USER REQ NO.	REQUEST DATE	COMPLETED
1270	04	415042081	94-2-081	07 27 94	08 03 94

REFERENCE: TX102B REJECTS

ATTACHMENTS: Y

COORDINATOR NAME: DON JOHNSON

ISD PROJECT ID: 420801

SEE ATTACHED WHERE FIVE RETURNS REJECTED WITH ERROR "INVALID QUARTER NOT A
FINAL RETURN", THEY WERE KEYED CORRECTLY AS MONTHLY 94H, 94I ETC
SO DON'T KNOW WHY THEY REJECTED.

PLEASE CHECK.

THANKS.

PF3 MENU PF4 RETURN PF5 PROGRAMS PF6 STATUS PF7 BWD PF8 FWD PF9 NEXT

MM/DD/YY

INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - PROGRAM INQUIRY
ISD PROJECT ID: 999999

CD6-515-M2

SEQ	PROGRAM NO.	LEVEL NO.	DATE TO PROD.	PROGRAMMER
99	XXXXXXXX	999	MM/DD/YY	XXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	MM/DD/YY	XXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	MM/DD/YY	XXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	MM/DD/YY	XXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	MM/DD/YY	XXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	MM/DD/YY	XXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	MM/DD/YY	XXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	MM/DD/YY	XXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	MM/DD/YY	XXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	MM/DD/YY	XXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	MM/DD/YY	XXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	MM/DD/YY	XXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	MM/DD/YY	XXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	MM/DD/YY	XXXXXXXXXXXXXXXXXXXX
99	XXXXXXXX	999	MM/DD/YY	XXXXXXXXXXXXXXXXXXXX

ENTER SEQUENCE NUMBER
PF3 MENU PF4 RETURN PF5 PGM SLCT PF7 BACKWARD PF8 FORWARD

Map Name: CD6515M2

Date: 06/11/1998

09/08/94

INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - INQUIRY

CD6-515-M3

ISD PROJECT ID: 225511

PROGRAM NAME: TX1010 PROGRAMMER: TODD STOCKERT

LEVEL NUMBER: 40 DATE TO PRODUCTION: 01 14 94

TIME:

COMMENTS:

TWO PACKED FIELDS WERE ADDED TO THE TX101010 FILE FOR ELECTRONICALLY FILED OIL AND GAS RETURNS: ELECTRONIC FILING DATE AND REFERRAL DOCUMENT LOCATOR.

THESE TWO FIELDS ARE NOT KEYPUNCHED BUT ARE USED BY OTHER PROGRAMS WITHIN THE SYSTEM. THEY ARE DEFINED ON THE TX396010 AND TX396510 FILES (WHICH USE THE SAME LAYOUT AS TX101010).

WHENEVER TX1010 PROCESSES A 'T' CARD-CODE '2' COVERSHEET RECORD, ZEROES WILL BE MOVED TO THE ELECTRONIC FILING DATE AND REFERRAL DOCUMENT LOCATOR FIELDS. THEY WILL NEVER BE USED, BUT WILL BE IN A CONSISTENT, PACKED FORMAT THAT WILL MATCH THE TX396010 AND TX396510 FILES.

PF3 MENU

PF4 RETURN

PF5 PRINT

PF7 BACKWARD

PF8 FORWARD

PF9 NEXT

MM/DD/YY

INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - INQUIRY
ISD PROJECT ID: 999999

CD6-515-M4

STATUS: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

PRIORITY: XXXX

PROGRAMMER: XXXXXXXXXXXXXXXXXXXX

STATUS DATE: 99 99 99

DESCRIPTION: XXXXXXXXXXXXXXXX

TEAM: X

PF3 MENU

PF4 RETURN

XXX XXXXXXXXXXXXXXXX

06-22-99

INFORMATION TECHNOLOGY DEPARTMENT
Online Data Processing Work Request System
Online Procedures

D/NAME:CD6500.POL
PROGRAM ID: CD6531
SCREEN ID: CD6531-M1

DESCRIPTION:

This is the Data Processing Work Request to select a Program to view.

ACCESS BY:

1. Select DPWR Inquiry Menu option '6'.
2. Enter a Program or partial Program.
3. Press ENTER.

ACTION:

1. To select a Program:
 - a. Enter a 'P' and then key the number next to that selection.
 - b. Press ENTER.
2. To select a Request:
 - a. Enter a 'R' and then key the number next to that selection.
 - b. Press ENTER.
3. To return to DPWR Menu:
 - a. Press PF3.
4. To return to previous screen:
 - a. Press PF4.
5. To page backward:
 - a. Press PF7.
6. To page forward:
 - a. Press PF8.

MM/DD/YY

INFORMATION SERVICES DIVISION
DATA PROCESSING WORK REQUEST - PROGRAM INQUIRY
XXXXXXXXXXXXXXXXXXXX 99 99 99 XXXX 99 99 99

CD6-531-M1

PAGE 999

Q	DEPT	DIV	PROJECT	USER	REQ. NO.	ISD	PROJ ID.	PROGRAM	DATE TO	PROD.	LEVEL	PROGRAMMER
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
99	9999	99	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	999999	XXXXXXXXXX	999999	XXXXXXXXXX	99/99/99	999	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX

X ENTER (R)EQUEST OR (P)ROGRAM

___ ENTER SEQUENCE NUMBER PF3 MENU PF4 RETURN PF7 BACKWARD PF8 FORWARD

06-22-99

INFORMATION TECHNOLOGY DEPARTMENT
Online Data Processing Work Request System
Online Procedures

D/NAME:CD6500.POL

PROGRAM ID: CD6532
SCREEN ID: CD6532-M1

DESCRIPTION:

This is the Data Processing Work Request to view a Program.

ACCESS BY:

1. Select 'P' and entering a sequence number from CD6531.

ACTION:

1. To return to DPWR Menu:
 - a. Press PF3.
2. To return to previous screen:
 - a. Press PF4.
3. To Display request:
 - a. Press PF6.
4. To page backward:
 - a. Press PF7.
5. To page forward:
 - a. Press PF8.
6. To view next program:
 - a. Press PF9.

CD6-532-M1

ISD PROJECT ID: 9999999

LEVEL NUMBER: 999 DATE TO PRODUCTION: 99 99 99 TIME: 999999

[illegible]

PF3 MENU PF4 RETURN XXX XXXX PF6 REQUEST PF7 BACKWARD PF8 FORWARD PF9 NEXT